

REGULATIONS

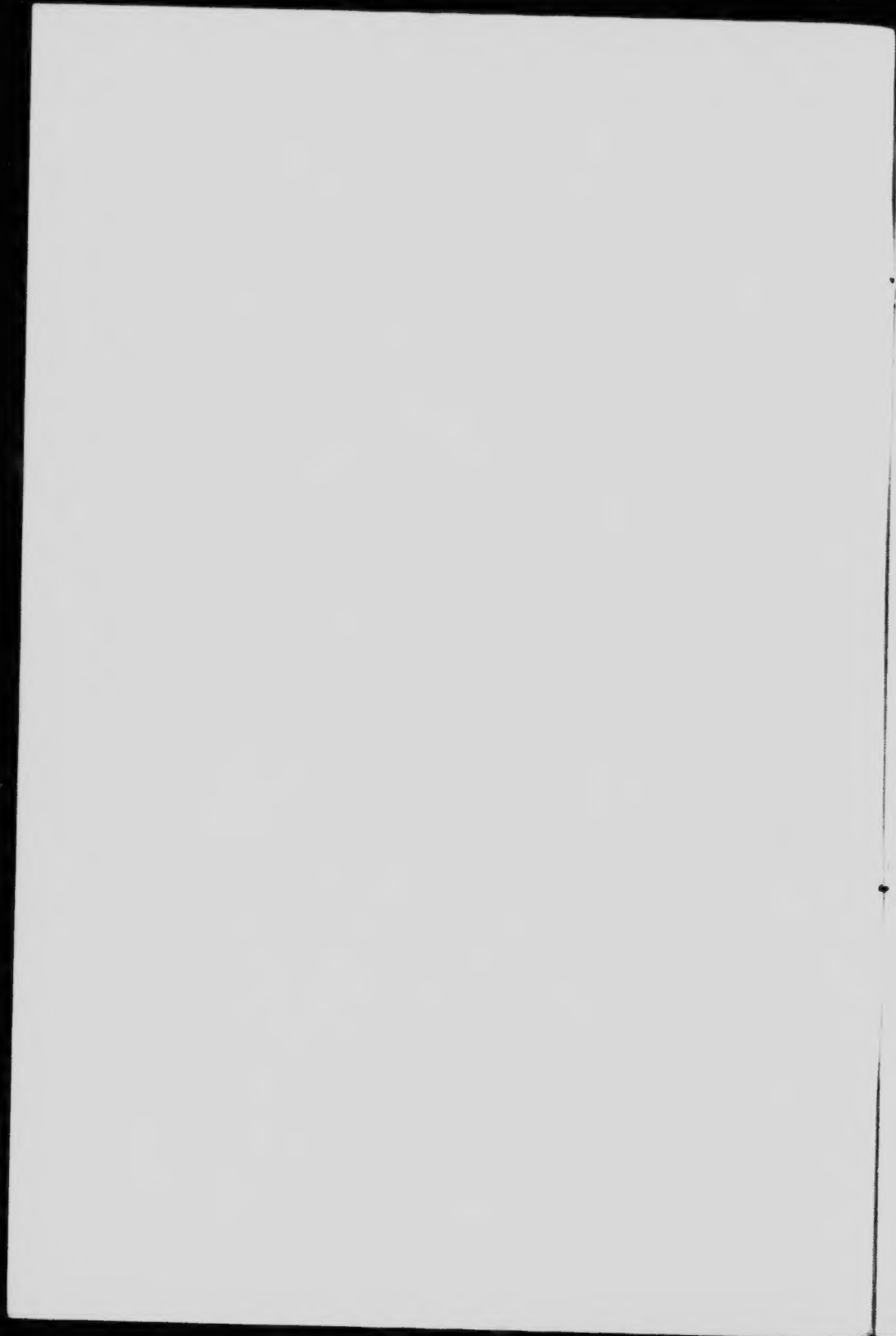
OF THE
SOCIETY FOR THE
PROTECTION OF
WOMEN AND
CHILDREN

*Adopted in the annual assembly
19 Wednesday December 1918 at 8 P.M.*



Dr L. Loberge

Adopted 19 December 1918



REGULATIONS

OF THE

SOCIETY FOR THE PROTECTION OF WOMEN AND CHILDREN.

Article 1.—Membership

1. Any person over twenty-one years of age, of good character, approving of the objects of the Society and contributing not less than \$1.00 a year to its funds may become a member.
2. The Honorary Physicians of the Society shall be Honorary Members with the right to vote at the annual meetings.
3. Any person may be elected an Honorary Member in recognition of distinguished services to the Society by a vote of at least three-fourths of the Trustees present at a meeting of the Board of Trustees.
4. Any person paying \$100.00 to the Society shall be eligible for Life Membership
5. All members of the Society shall be subject to and bound by the statutory enactments and regulations of the Society.

Article 2.— Subscriptions

1. The annual subscription of a member shall be such sum, not less than \$1.00, which he may agree to contribute, payable on the 30th day of November, and which if not paid within one month thereafter shall be deemed in arrears.

2. No member shall be entitled to vote or hold office if he is in arrears.

3. The names of members who are in arrears for two years' subscriptions may be struck from the roll of membership by the Board of Trustees without notice.

Article 3.—Officers

1. The Officers of the Society shall consist of a President, two Vice-Presidents, an Honorary Treasurer, a Secretary-Treasurer, an Assistant-Secretary, a Solicitor, an Auditor and a Board of fifteen Trustees, all of whom shall be appointed by the members of the Society at the annual meeting and who shall hold office till their successors are appointed.

Article 4.--Board of Trustees

1. The Board of Trustees shall be the governing body of the Society, and as such shall, during their term of office have the full and complete management, control and disposal of the affairs, property and funds of the Society, and shall hold office till their successors are appointed.

2. Should any vacancy occur among the officers or in the membership of said Board during the year, the Board of Trustees shall elect a duly qualified member to fill the said vacancy for the unexpired term.

3. Five members of the Board of Trustees shall constitute a Quorum at their meetings.

4. If any member of the Board fails to attend three consecutive monthly meetings of the Board or of any committee to which he may be appointed, without obtaining leave of absence or giving satisfactory excuse, he may be removed from office by a vote of at least two-thirds of the other members of the Board and his place filled as aforesaid.

5. The Board of Trustees shall, as soon as possible after their election, appoint the Stand-

ing Committees and make a statement of the fixed and indispensable charges for the maintenance and management of the Society's property and affairs for the ensuing year, and shall first provide for the payment of such charges out of the General Fund of the Society before making any other grants therefrom.

6. The Board shall, upon the reports of the Standing Committees make such grants to the respective Committees as the said Funds of the Society will permit, and as they deem proper, and the amount of such grants shall be subject to the order of the Chairmen of the different Committees, who shall be accountable therefor.

7. The Board may make such other grants and disbursements from the Society's Funds on behalf of the Society as they may see fit or may be permitted by these regulations.

8. They may appoint such officials or employees as they consider requisite for the proper carrying out of the Society's work, fix their salaries, and discharge them at their pleasure, upon the report of the Standing Committee under whose jurisdiction they fall, and fix the salaries of the officers of the Society.

9. The Board may make such further rules or regulations for the carrying out of their work as they deem necessary provided they do not contravene the present regulations.

Article 5.

Annual Meeting of the Society.

1. The annual meeting of the Society shall be held on the second Wednesday in the month of December of each year at the head office of the Society in Montreal, at eight o'clock p.m.

2. The Secretary-Treasurer shall apprise the members of the Society by inserting, at least ten clear days before the holding of such meeting, a notice to this effect in an English newspaper and in a French newspaper, published in the City of Montreal.

3. The election of the officers of the Society, the alteration or amendments to these regulations and the presentation of the reports of the Standing Committees shall take place at the annual meeting.

4. Fifteen members shall constitute a Quorum at the annual meeting of the Society.

5. Each member of the Society shall be entitled to one vote only at the annual meeting and shall not vote for more than fifteen candidates for the office of Trustee, and the ballot shall be secret if so required by a majority vote of the members present at the meeting.

Article 6.

Meeting of the Board of Trustees.

1. The Board of Trustees shall meet once a month without previous notice on the day and hour to be fixed by them.

2. A special meeting of the Board of Trustees may be called at any time by the President or by the Secretary-Treasurer, upon the written requisition of three members of the Board.

3. The Secretary-Treasurer shall give notice of the time, place and objects of such special meeting by mailing a notice to this effect to each Trustee at least forty-eight hours previous to the holding of such meeting at his last known address, as shown by the books of the Society.

4. Nothing shall be considered at such special meeting except what is specifically stated in the said notice.

Article 7. The President

1. The President shall preside at the annual meeting of the Society and at all meetings of the Board of Trustees, and shall sign the minutes of the same. He shall be ex-officio member of all Committees and have a right to vote at all meetings thereof. When in the chair he shall have only a casting vote.

Article 8.—The Vice-President

1. The Vice-President shall, in the absence of the President, or on the Presidential chair becoming vacant, exercise all the rights and duties appertaining to that office. In the absence of both the President and the First Vice-President, the Second Vice-President shall act in their stead, and in the absence of the foregoing officers the chair may be filled by any member of the Board of Trustees.

Article 9.—The Honorary Treasurer

1. The Honorary Treasurer shall supervise the Secretary-Treasurer in the discharge of his duties and for this purpose shall have access to all the books of account of the Society.

2. He shall be ex-officio member of all Standing Committees.

3. He shall especially assist the Finance and Contribution Committee in devising ways and means for obtaining donations and raising funds to meet the needs of the Society and all public appeals for assistance to the Society shall bear his signature.

Article 10.—The Secretary-Treasurer

1. The Secretary-Treasurer shall receive and account for all monies belonging to the Society, and shall not make any disbursement without the authorization of the Board of Trustees, or in the event of a grant being made to a Committee, upon the order of the Chairman of that Committee, subject in both cases to the previous approbation in writing of the Finance and Contribution Committee.

2. He shall deposit in the name of the Society, all monies received, in a chartered Bank approved of by the Board of Trustees, and all cheques, orders or drafts for the payment of money shall be signed by him and countersigned by the President or by the Honorary Treasurer,

or in the absence of the President and Honorary Treasurer by one of the Vice-Presidents or in their absence by a member of the Board of Trustees.

3. The Secretary-Treasurer shall also keep proper books of account in which shall appear a full and complete record of the affairs and transactions of the Society, also indicating in detail the expenditures and income of the Society.

4. At the end of the fiscal year the Secretary-Treasurer shall prepare a financial statement in such detail as the Board of Trustees may by resolution determine, to be submitted to the Society's auditor, together with all books of account, and thereafter submit it to the members of the Society at the next annual meeting.

5. The Secretary-Treasurer shall also keep a true and faithful record of the minutes and proceedings of the annual meeting of the Society, as well as of all meetings of the Board of Trustees, issue all notices, keep copies of all correspondence and documents which he receives, attend to the Society's correspondence, receive and act upon all complaints made by persons seeking assistance from the Society,

and perform such duties as generally appertain to his office.

6. All correspondence pertaining to the objects or affairs of the Society shall be addressed or referred to the Secretary-Treasurer.

Article 11. -- The Assistant Secretary

1. The Assistant Secretary shall assist the Secretary-Treasurer in the discharge of his duties and also keep a register of the members of the Society, showing their dates of admission to membership, attend to the collecting of subscriptions and donations due and payable to the Society and hand them over to the Secretary-Treasurer.

Article 12. -- The Auditor

1. The Auditor shall at all times have access to the office, books of account, vouchers and other documents of the Society and see that they are properly kept. Upon the closing of the books at the end of the fiscal year, on the 30th November, he shall complete his audit and verify the Secretary-Treasurer and Honorary Treasurer's statement. He shall also

check the number and value of the securities and investments of the Society which shall be open to his inspection for that object, and prepare a written report of his audit and investigation to be submitted to the annual meeting of the Society.

Article 13. Committees

1. There shall be three Standing Committees: (a) the Home and Investment Committee; (b) the Finance and Contribution Committee; (c) the Legislation Committee; which Committees shall be appointed by the Board of Trustees at their first meeting after their election.

2. The Chairman of each Committee must be either a member of the Board of Trustees or an officer of the Society.

3. The majority of the members of a Committee shall form a Quorum of such Committee. The Committees may respectively make such rules for the regulation and carrying out of their duties as they deem fit, provided they do not contravene the present regulations.

4. All Standing Committees shall be subject to the control and instruction of the Board

of Trustees, and shall report at the monthly meetings of the Board of Trustees their actions and expenditures for the month previous and shall submit estimates of their requirements for the current month and at the end of the fiscal year shall, if necessary, prepare a detailed financial statement to be submitted at the annual meeting of the Society.

5. Special Committees may be appointed by the Board of Trustees for any specific purpose. Each Committee shall meet upon the calling of its Chairman or upon the previous request of any two members after twenty-four hours previous notice in writing has been given of the Committee meeting by the Secretary-Treasurer of the Society.

Article 14.

Home and Investment Committee

1. The Home and Investment Committee shall investigate and report to the Board of Trustees upon all matters relating to any proposed sale, purchase, alienation or lease of the Society's property, and upon all repairs, alterations and improvements of buildings and real

estate owned by the Society, including the Belmont Boys' Home and Farm at Sweetsburg, Quebec, which it may deem necessary and advisable.

2. It shall examine into all Bonds, Debentures and other Securities held or offered in connection with the investment of its funds and advise the Board of Trustees as to the sale, purchase or disposal of the same.

3. The Home and Investment Committee shall also have charge of the management and maintenance of the buildings and real estate of the Society, including the Belmont Boys' Home and Farm at Sweetsburg, Quebec, and shall have complete control of the employees and officials who may be employed in connection with the said Home and Farm, and also govern the commitment of inmates to the said Home.

Article 15.

Finance and Contribution Committee

1. The Finance and Contribution Committee shall devise ways and means for the maintenance and increasing of the membership of the Society, obtaining donations and raising

funds to meet the needs of the Society. It may appoint collectors to assist in their work.

2. It shall bring to the attention of the Board of Trustees the names of all members who are more than two years in arrears.

3. The Finance and Contribution Committee shall also check over and approve all bills of account and the vouchers in connection with claims made against the Society before they are paid.

Article 16.

The Legislation Committee

1. The Legislation Committee shall watch over and promote all legislation affecting the objects, ends and status of the Society, and shall report to the Board of Trustees when so required and pass upon all proposed changes to these regulations.

Article 17.—Funds

1. The Funds of the Society shall consist of the (1) Reserve and Endowment Fund, and of the (2) General Fund, which shall be kept distinct and separate by the Secretary-Treasurer.

Article 18

Reserve and Endowment Fund

1. The Reserve and Endowment Fund shall consist of all bequests to the Society and of all donations specially made to such Fund, of all sums which by resolution of the Board of Trustees may be allotted thereto, and of real estate or other investments standing in the name of the Society.

2. All monies belonging to this Fund shall be invested in the name of the Society as soon as possible by the Board of Trustees in legal securities, and all investments and variation of the same shall be made only after a report thereon by the Home and Investment Committee upon a resolution passed by a majority of at least two-thirds of the members of said Board present at the meeting.

3. All securities, or the vouchers therefor and deeds shall be placed in a safety deposit vault to be leased in the name of the Society and approved of by the Board of Trustees, and the admission to such vault shall be granted, and the vouchers therein examined or withdrawn, only upon personal attendance of

the President, Secretary-Treasurer and Honorary Treasurer, or such other officers as the Board of Trustees may by resolution from time to time direct.

Article 19. General Fund

1. The General Fund shall consist of all sums received from members' annual subscriptions, of all donations and of monies not otherwise specifically assigned, of all government or municipal grants, and of all revenue and interest derived from the investments contained in the Reserve and Endowment Fund.

2. The General Fund shall be applied to the general expenses and objects of the Society.

3. If any sum be given or bequeathed to the Society for the carrying out of any special object not otherwise provided for, it shall fall into the General Fund of the Society.

Article 20.—Fiscal Year

1. The fiscal year of the Society shall end on the 30th of November of each year, when the books of account shall be closed and audited. The various Standing Committees

shall thereupon submit written reports of their work during said year to the Secretary-Treasurer, who shall submit the same, together with the Auditor's report, at the annual meeting of the Society.

Article 21.

Order of Business at Annual Meeting

1. The order of business at the annual meeting shall be as follows :

- (1) Reading and confirming of the minutes of the last meeting.
- (2) Receiving of reports from the Board of Trustees, Standing Committees, Secretary-Treasurer, Honorary Treasurer and from the Auditor.
- (3) Reports of Special Committees.
- (4) Election of Officers and Trustees.
- (5) Unfinished Business.
- (6) General Business.

Article 22.—Amendments

These regulations shall come into force as soon as they are adopted, and shall not be

changed or altered, except at an annual meeting of the Society, provided previous notice of one clear month shall have been given by the Secretary-Treasurer to the members of the Society by two advertisements to be inserted in an English and French newspaper, respectively, published in the City of Montreal.

All previous by-laws or regulations are hereby annulled.

*Adopted at its office by its
regular annual meeting,
Wednesday December 11, 1918
at 8 hrs. P.M.*



J. L. Laperge

